

Managing Documents Spread Sheet

| Documents | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # | Contract/ Pin # |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | In/Out dates | In/Out dates | In/Out dates | In/Out dates | In/Out dates | In/Out dates | In/Out dates | In/Out dates |
| NEW PROVIDER QUALIFICATION CA200 | | | | | | | | |
| • OCP notice to Services Management Specialist to schedule new provider qualification site visit | | | | | | | | |
| • Services Management Specialist notice to Community Based Resource Specialist of proposed site visit dates | | | | | | | | |
| • Services Management Specialist and Community Based Resource Specialist joint findings report to OCP | | | | | | | | |
| • OCP joint findings report to Case Manager and provider | | | | | | | | |
| • Provider correction plan/comments from OCP to Services Management Specialist | | | | | | | | |
| • Provider correction plan/comments from Services Management Specialist to Community Based Resource Specialist | | | | | | | | |

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| NEW PROVIDER QUALIFICATION CA200 | | | | | | | | |

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|--|--|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> Community Based Resource Specialist and Services Management Specialist approval/denial or clarification request to OCP, Case Manager, and provider | | | | | | | | |
| <ul style="list-style-type: none"> Signed contract/task order of non-response notice from OCP to Services Management Specialist | | | | | | | | |
| <ul style="list-style-type: none"> Non-response notice from Quality Assurance Specialist to Quality Council, Quality Improvement Committee or Immediate Response Committee | | | | | | | | |
| <ul style="list-style-type: none"> Action plan with deadlines from Quality Council, Quality Improvement Committee or Immediate Response Committee | | | | | | | | |
| <ul style="list-style-type: none"> Cure letter notice request from Bureau Chief of Contract Administration to OCP | | | | | | | | |
| <ul style="list-style-type: none"> Cure letter notice from OCP to provider | | | | | | | | |

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| • Provider cure letter notice response to OCP | | | | | | | | |
| • Provider cure letter notice response from OCP to Bureau Chief of Contract Administration | | | | | | | | |
| • Provider cure letter notice response from Bureau Chief of Contract Administration to Quality Assurance Specialist | | | | | | | | |
| • Quality Assurance Specialist verified actions from Quality Assurance Specialist to Bureau Chief of Contract Administration and Community Based Resource Specialist | | | | | | | | |
| • Quality Assurance Specialist verified actions from Bureau Chief of Contract Administration to OCP | | | | | | | | |
| • Quality Assurance Specialist non-verified actions from Quality Assurance Specialist to Bureau Chief of Contract Administration | | | | | | | | |

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| NEW PROVIDER QUALIFICATION CA200 | | | | | | | | |
| <ul style="list-style-type: none"> Bureau Chief of Contract Administration request to OCP to terminate provider for default | | | | | | | | |